

Retention and Classification Report

Agency: Department of Administrative Services. Division of Fleet Operations (245)
4120 State Office Building
Salt Lake City, UT 84114
801-538-3017

Records Officer Marilee Richins

80034 *Accident transmittal letters
80043 *Accounts Receivable
23654 *Accounts payable invoices
02641 *Administrative records
80031 Affidavits for special exempt plates
80053 Automobile titles
80052 Certificates of mileage
27277 Complaint case files
01046 *Contracts
80042 *Daily expense report
23653 *Expenditure financial reports
23655 *Financial information network reports
26977 *Fleet GPS Monitoring Data
80041 *Gas logs
80039 *Insurance adjusters' estimates
80038 Manufacturers statements of origins
17585 *Preliminary payroll files
23308 Publications
80036 *Service station sales tickets
80037 *Statements
80032 *Traffic accidents reports
80044 *Vehicle accident insurance adjustment checks
11379 Vehicle log files
80059 Vehicle registration certificates
80035 Vehicle repair work orders

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80034

3

TITLE: Accident transmittal letters

DATES: 1982-2014.

ARRANGEMENT: Numerical by license number

DESCRIPTION:

Internal or external correspondence regarding general program information duplicated elsewhere, which does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures, or achievements. Includes electronic mail that communicates the above.

RETENTION:

Retain 3 years after payment.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 43.

AUTHORIZED: 10/31/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after payment for deductible and repairs and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80034

TITLE: Accident transmittal letters

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 23654

3

TITLE: Accounts payable invoices

DATES: 1995-2014.

ARRANGEMENT: Alphabetical by Name

DESCRIPTION:

Requests from state agencies to the Division of Finance to pay vendors for supplies and/or services the vendors have provided to the agencies.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 49.

AUTHORIZED: 04/04/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Fiscal

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 23654

TITLE: Accounts payable invoices

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80043

3

TITLE: Accounts Receivable

DATES: 1986-2014.

ARRANGEMENT: Chronological

DESCRIPTION:

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 1.

AUTHORIZED: 08/20/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after current year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

These records have administrative and audit values.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80043

TITLE: Accounts Receivable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 2641

3

TITLE: Administrative records

DATES: 1964-1968.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80031

1

TITLE: Affidavits for special exempt plates

DATES: 1982-

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are used to justify why an unmarked state car should not have a state exempt license plate. The law requires that all state cars have a state exempt license plate. In certain circumstances, however, this law is excused because the state vehicle should not be identifiable as a state car. Tax Commission's Motor Vehicles office also gets a copy of this record. The information includes agency, division, department, vehicle id number, make, model, license number, justification, authorizing signature, and who would be using the vehicle.

RETENTION:

Retain For the life of the vehicle.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until vehicle is decommissioned and then destroy.

APPRAISAL:

Administrative Fiscal

This record needs to be maintained while the vehicle is in use for the purpose stated on the affidavit. After this, the record might have audit values.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80031

TITLE: Affidavits for special exempt plates

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80053

3

TITLE: Automobile titles

DATES: 1951-

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are proof of state ownership of the vehicle. The Division of Motor Vehicles can duplicate a title from the license number or vehicle identification number if the title is destroyed.

This series includes owner information, vehicle id number, first lien holder, first lien release, new title number, second lien holder, second lien release, owner transfer, and odometer disclosure, new owner, and new lien holder.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 1.

AUTHORIZED: 03/08/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until vehicle is sold and then transfer to new owner.

APPRAISAL:

Administrative Fiscal Legal

This document proves state ownership of the vehicle. Without this proof ownership might be challenged or the vehicle might not could be sold. Therefore, the document needs to be kept for the full term of state ownership.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80053

TITLE: Automobile titles

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80052

3

TITLE: Certificates of mileage

DATES: 1979-

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are certificates issued by the dealer/manufacture
certifying the mileage is accurate on each vehicle purchased by
the state.

The information includes dealer, mileage, make, model, body
style, vehicle identification number, seller's and buyer's
signatures.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general
schedule SG 9, Item 2.

AUTHORIZED: 03/08/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the
record copy which can be in any format. The record copy can include
different formats. Format management information provided here is for the
purpose of managing records that are being either stored by or transferred to
Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

These records have administrative value only.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80052

TITLE: Certificates of mileage

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 27277

3

TITLE: Complaint case files

DATES: 2009-

ARRANGEMENT: Chronological by date of complaint.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series documents complaints received concerning vehicles used for the purpose of and employees driving while conducting official government business. Information is used to provide better management of fleet vehicles and improved driving by government employees. Information includes names, addresses, phone numbers, identifying vehicle information, and other related information. Some complaints are anonymous.

RETENTION:

Retain 7 years after resolution.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 66.

AUTHORIZED: 07/20/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after resolution and then destroy.

Computer data files: Retain in Office for 7 years after resolution and then delete.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 27277

TITLE: Complaint case files

(continued)

APPRAISAL:

Administrative

These records have administrative value as they document problems involved with fleet vehicles, vehicles rented for official government business, and employees driving problems while on official government business.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(2)(d) 2009

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(9)(d) and (10) 2009

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 1046

3

TITLE: Contracts

DATES: 1958-1974.

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

Files which document transactions of \$10,000 or less and construction contracts under \$2,000. They include contract, requisition, purchase order and lease records, correspondence, related records pertaining to award, administration, receipt, inspection, and payments.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80042

3

TITLE: Daily expense report

DATES: 1984-2014.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 1.

AUTHORIZED: 02/02/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This record has audit value and should be kept the standard audit retention period.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80042

TITLE: Daily expense report

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 23653

3

TITLE: Expenditure financial reports

DATES: 1995-2014.

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

AUTHORIZED: 02/02/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 23653

TITLE: Expenditure financial reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 23655

3

TITLE: Financial information network reports

DATES: 1995-2014.

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION:

DESCRIPTION:

Reports of accounting information contained in the state accounting system, including budget, grant, payroll, revenue expense, accounting reports, and bank reconciliations.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 55.

AUTHORIZED: 04/04/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Fiscal

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 23655

TITLE: Financial information network reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 26977

3

TITLE: Fleet GPS Monitoring Data

DATES: 2008-2014.

ARRANGEMENT: Numerical by vehicle identification number.

ANNUAL ACCUMULATION:

DESCRIPTION:

Operating records including those relating to gas and oil consumption, dispatching, and scheduling.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy provided no litigation is pending.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 10.

AUTHORIZED: 11/05/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 3 years and then delete provided no litigation is pending.

APPRAISAL:

Administrative

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 26977

TITLE: Fleet GPS Monitoring Data

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80041

3

TITLE: Gas logs

DATES: 1982-2014.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 3.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

These records are used for audits and need to be kept the standard audit retention period.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80041

TITLE: Gas logs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80039

3

TITLE: Insurance adjusters' estimates

DATES: 1985-2014.

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION:

DESCRIPTION:

Adjuster's reports on vehicle repair estimates following an accident.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 4.

AUTHORIZED: 03/08/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after payment for deductible and repairs and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

These records have administrative and audit values.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80039

TITLE: Insurance adjusters' estimates

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80038

3

TITLE: Manufacturers statements of origins

DATES: 1983-

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

When the state buys a vehicle, they require a statement from the dealer/manufacturer of the authenticity of the vehicle's manufactured origin. A copy of this is sent to Motor Vehicles. This series includes a description of the vehicle, the identification number, and the manufacturer's invoice number.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 5.

AUTHORIZED: 03/08/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after current year and then destroy.

APPRAISAL:

Administrative

These records have administrative value only.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80038

TITLE: Manufacturers statements of origins

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 17585

3

TITLE: Preliminary payroll files

DATES: 1977-2014.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Computer-produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

RETENTION:

Retain 3 months

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 16.

AUTHORIZED: 04/26/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 months and then destroy.

APPRAISAL:

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 17585

TITLE: Preliminary payroll files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 23308

3

TITLE: Publications

DATES: 1994-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11/16/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80036

3

TITLE: Service station sales tickets

DATES: 1983-2014.

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 3.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after current year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Fiscal

These records are used in audits and, therefore, need to be kept for the period indicated.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80036

TITLE: Service station sales tickets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80037

3

TITLE: Statements

DATES: 1984-2014.

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION:

DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 2.

AUTHORIZED: 04/06/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after current year and then destroy.

APPRAISAL:

Fiscal

These records have audit value and need to be kept for the standard audit retention period.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80037

TITLE: Statements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80032

3

TITLE: Traffic accidents reports

DATES: 1982-2014.

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are used to file an insurance claim and to ensure that the state has collected on the claim. After payment, the record is used for reference. The agency gets a copy and public safety will have a record of the accident. Risk Management will also get a copy of this record. If any litigation results Risk Management will handle it.

The information includes date of accident, location, people involved, description of the accident, and signature of the driver.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after payment of deductible and repairs and then destroy.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80032

TITLE: Traffic accidents reports

(continued)

APPRAISAL:

Administrative Fiscal

This record has administrative value and audit values.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80044

3

TITLE: Vehicle accident insurance adjustment checks

DATES: 1981-2014.

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION:

DESCRIPTION:

Files used for workload and personnel management purposes. Includes correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 32.

AUTHORIZED: 02/02/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after current year and then destroy.

APPRAISAL:

Administrative

These records have administrative value only.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80044

TITLE: Vehicle accident insurance adjustment checks

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 11379

3

TITLE: Vehicle log files

DATES: 1985-

ARRANGEMENT: Numerical by vehicle number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These MIS files are created by the Motor Pool office as a means to monitor the usage and repair of Motor Pool vehicles throughout the lifetimes of the vehicle.

RETENTION:

Retain until the vehicle is no longer in service.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 10.

AUTHORIZED: 05/29/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until vehicle is no longer in service, and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 11379

TITLE: Vehicle log files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80059

3

TITLE: Vehicle registration certificates

DATES: 1961-

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Copies of legal registrations required by law to be maintained with each vehicle.

RETENTION:

Retain in office until vehicle is sold or re-registered

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 11.

AUTHORIZED: 04/06/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until until vehicle is sold or re-registered and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This document only has value to the agency while the state owns the car. After this, the document no longer has any use.

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80059

TITLE: Vehicle registration certificates

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80035

3

TITLE: Vehicle repair work orders

DATES: 1985-

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION:

DESCRIPTION:

Requests to perform maintenance on a vehicle and the actual work performed.

RETENTION:

Retain Life of the vehicle

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 10.

AUTHORIZED: 05/29/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until vehicle is decommissioned and then delete.

APPRAISAL:

Administrative

Since this record updates a comprehensive record of the vehicle's maintenance history

AGENCY: Department of Administrative Services. Division of Fleet Operations

SERIES: 80035

TITLE: Vehicle repair work orders

(continued)

PRIMARY CLASSIFICATION:

Public